

Cotesbach Quattrocentenary

HEALTH AND SAFETY

GENERAL SAFETY RULES AS REQUIRED UNDER THE HEALTH AND SAFETY AT WORK ACT 1974

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All event organisers, stakeholders and visitors to the village and the event will be expected to comply with the following event rules.

All persons involved in the event should be aware of potential health and safety hazards at all times and should report any dangerous situations or incidents immediately.

Persons must not attempt any task for which they are not qualified or have not been properly trained.

All persons are responsible for their personal health and safety, together with the health and safety of others.

1. HEALTH AND SAFETY LEGISLATION

As part of the responsibilities identified in the Health and Safety at Work Act 1974, all event personnel must follow the Health and Safety policies provided by the Event Organisers and keep up to date with any revisions, new requirements or regulations.

2. ELECTRICAL EQUIPMENT

Only "Authorised Personnel" as defined in the Electricity At Work Act 1989 may work on, test or repair any type of electrical equipment or installation. UNDER NO CIRCUMSTANCES MUST EVENT PERSONNEL ATTEMPT TO REPAIR AN ELECTRICAL FAULT OR TO REINSTATE A SUPPLY FAILURE. Should an electrical fault or failure occur, the electrical supply should be reported immediately in order that a qualified electrician can be called to correct the fault or failure. All personal electrical equipment and that belonging to any contractors must be checked for electrical safety before use at the event site and have available for inspection, such documentation to demonstrate compliance with IEE and EC regulations.

3. FIRST AID

If any person meets with an accident or sustains personal injury, however small, they must present themselves to the First Aid tent immediately.

A written record will be kept of any incidents by the First Aid team.

4. FIRE PROCEDURES

In the event of fire all event personnel and members of the public must go to a place of relative safety. It is the responsibility of the event management to alert the Emergency Services.

On no account must any person re-enter any building or temporary structure, including tents, until given permission by the Event H&S Advisor or the Emergency Services.

Fire fighting equipment will be provided in appropriate areas where hazards are recognised as being significant. All event personnel must ensure that any fire exits, or escape routes and fire fighting equipment do not become obstructed.

All personnel must familiarise themselves with the provisions made available by the event organisers for fire prevention and control. Assembly areas will be delegated by site marshals.

5. ALCOHOL OR DRUGS

It is an offence to be in possession of some non-prescribed drugs, or other substances, including significant amounts of alcohol. These may jeopardise safety at work, unless such drugs have been prescribed and approved by a Doctor. Some prescribed drugs can affect people's ability to work safely for example: Hay fever can cause drowsiness. Advise the event organisers if there is a likelihood that a prescribed drug may affect your ability to work safely.

6. SMOKING

Smoking is prohibited in enclosed and substantially enclosed public areas under the new smokefree regulations. This includes tents and other substantially enclosed areas. It is not encouraged by the event organisers in view of:-

- a) the flammable nature of some materials and structures used on site (LPG and generator fuels)
- b) the risk of fire started by a discarded match or cigarette
- c) the discomfort and health to non-smokers
- d) new legal requirements under the Health Act.

7. UNAUTHORISED PERSONS

Only authorised personnel are allowed on the events organiser's premises. The general public shall be restricted from event organiser's work areas.

8. HOUSEKEEPING

It is the responsibility of all event personnel and stakeholders to ensure that all waste materials are placed in suitable receptacles or areas for removal and not left around to cause a fire hazard or obstruction or cause a hazard to other personnel and members of the public.

Ensure electrical leads are not exposed across areas where they could cause a hazard to personnel and the general public.

9. MANUAL HANDLING

Moving things incorrectly may cause back injury. When moving items which are heavy or bulky, the correct techniques must be used, or assistance / advice must be obtained in order to avoid the risk of personal injury.

The Event Organisers provide information on safe manual handling on the H&S Notice board, and all stakeholders are advised to familiarise themselves with its contents.

Additional copies are available from the H&S Advisor.

10. PRACTICAL JOKES

Practical jokes and horseplay is strictly forbidden. Such behaviour can have dangerous consequences and could result in injury.

11. USE OF KITCHEN AND CATERING EQUIPMENT

Care should be taken when using catering or kitchen equipment. Any defaults or defects in kitchen equipment should be repaired with the assistance of qualified personnel. All catering and catering activities shall comply with food standards regulations.

12. MECHANICAL HANDLING EQUIPMENT

All mechanical handling equipment must be used for the purpose for which it is provided and any defects to such equipment must be repaired by competent personnel.

Workplace transport, e.g. trucks, tractors etc, may only be driven by authorised personnel who are trained in their operation and safe use. It is not permitted for passengers to ride on workplace transport unless appropriate facilities exist and the equipment is designed to take passengers. The authorised user should carry out a safety check before use.

13. USE OF GUARDS AND SAFETY DEVICES

Machinery, workplace transport etc. fitted with guards and/or safety device: The law requires these features and it is imperative that such guards and safety devices are not to be removed or rendered inoperative.

14. PERSONAL PROTECTIVE EQUIPMENT & HIGH VISIBILITY JACKETS

Personal protective equipment must be used when it is a requirement of the job, e.g. protective footwear, hard hats, rigging gloves etc. Such equipment should be inspected regularly and before use. Users should be aware of when and how to use such equipment.

High visibility jackets will be provided to key safety personnel for ease of identification.

15. ACCIDENTS OR INCIDENTS

Should any accident or incident occur at any time on the event premises, such accident or incident must be reported immediately to the First Aid tent or the event organisers. Investigations as a result of accident or incident must be recorded in writing and any recommendations made as a result of such investigation must be acted upon without delay.

16. TRANSPORT SAFETY

Event personnel must only drive those vehicles for which they hold a current licence.

All drivers must adhere to the imposed speed limits in the village for the duration of the event.

The site limit is 5mph.

Courtesy and consideration must be shown to other stakeholders and members of the public.

17. HYGIENE

In order to avoid infection it is important that catering, kitchen and toilet facilities are maintained to a high standard of cleanliness. It is the duty of every stakeholder to ensure high standards of personal and operational hygiene is maintained in their areas of responsibility.

18. ACCESS LADDERS

Ladders must be regularly inspected for wear and tear and defects, and in particular any jointing methods used in its construction. Ladders should only be used for short-duration activities only and are primarily for use as access only.

19. USE OF FLAMMABLE MATERIALS

It is the responsibility of all event personnel to ensure that correct handling and storage arrangements are adhered to in accordance with the suppliers warning labels and instructions for flammable fuels and flammable materials.